

KEWEENAW BAY INDIAN COMMUNITY

2020 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

LIBRARY ASSISTANT

One (1) Part-time (29 hours/week), non-exempt position
Dependent on grant funding

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ College Transcripts (if applicable)
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ Three (3) Letters of Recommendation (optional)
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
164298 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

POSITION DESCRIPTION

JOB TITLE:

LIBRARY ASSISTANT

One (1) Part-time, non-exempt position
29 hours/week, Tuesday through Saturday
(Dependent on grant funding)

LOCATION:

Ojibwa Community Library; Baraga, Michigan

SUPERVISORY CONTROL:

Librarian

SALARY:

Grade 4 (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- High School Diploma or equivalent & one (1) year combined education and experience (a minimum of 6 months experience in a library setting).
- Must know library operations.
- Must have supervisory experience.
- Must possess a valid, unrestricted Michigan driver's license, reliable vehicle and vehicle insurance.
- Must have excellent customer service skills and desire to assist people from various backgrounds
- Must have computer and internet research proficiency and ability/willingness to learn to operate several technological devices.
- Must be able to work independently, organize and prioritize work; follow verbal and written instructions with minimal supervision.
- Must have excellent spelling, alphabetizing, reading, organizational, and communication skills.
- Must have experience with social media.
- Must be able to work evenings and weekends, and be reliable.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214)

DUTIES AND RESPONSIBILITIES:

1. Assists Librarian in implementing library operations, following and upholding library policies and procedures.
2. Assumes responsibility for daily library operations, including overseeing the daily tasks of the library's summer youth worker, in the absence of the librarian.
3. Aids Librarian with all library events and programming, along with the creation of props, displays and resources.
4. Assumes clerical responsibility for a major segment of the libraries operations, and operates a variety of office equipment such as PC Computers, tablets, photocopier, and laminator.
5. Receives payments for fines, book sales transactions, and laminator projects.
6. Registers new patrons and issues library cards; assists in updating patron information.
7. Greets and engages patrons while providing excellent customer service: includes circulating library materials, suggesting library programs/ services, providing information about current library policies and collection, and assisting patrons in using library equipment.
8. Responsible for inspecting returned items, shelving, shelf-reading, and organizing library materials.
9. Aids librarian with ordering, processing and cataloging new items; discarding and processing discarded/ damaged materials; and performing or recommending repairs for damaged items.
10. Processes interlibrary loans while following, and maintaining knowledge of, RIDES practices and procedures; includes some local travel.
11. Assists with the promotion library; includes creating flyers and social media posts.
12. Operates a variety of office equipment including, but not limited to, PCs, photocopier, printer, laminator, and tablets.
13. Follows strict confidentiality procedures.
14. Maintains a neat appearance and professional manner appropriate to a public setting.
15. Attends training as specified by supervisor.
16. Performs other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: October 6, 2020

Closing Date: October 20, 2020@ 4:00 p.m.

TERO Approval: <i>Debra J. Picciano</i> Reviewed for BARRIERS only! Date: <i>10/6/2020</i>

Name: _____ POSITION: **Library Assistant**

Please list your specific experience and knowledge in regards to the following qualifications:

High School Diploma or equivalent is required; 24 college credits or more preferred.

Must know library operations.

Must possess a valid, unrestricted Michigan driver's license, reliable vehicle and vehicle insurance.

Must have excellent customer service skills and desire to assist people from various backgrounds

Must have computer and internet research proficiency and ability/willingness to learn to operate several technological devices.

Must be able to work independently, organize and prioritize work; follow verbal and written instructions with minimal supervision.

Must have excellent spelling, alphabetizing, reading, organizational, and communication skills.

Must have experience with social media.

Must be able to work evenings and weekends, and be reliable.
